Options for Restricted Gifts

When a gift is narrowly restricted and does not match any existing fund purpose statements (or existing grant and contract restrictions in the university department’s general support account):

AND

CASE A - Gift (may be an amalgamation) is $500 or larger and significant additional funds are expected for the same purpose over time?

New Restricted Fund – can be completed in approximately one workweek

OR

CASE B - Gift is $500 or larger, few or no additional funds are expected, and gift will be expended in a single, one time expenditure?

Restricted Donation Holding (RDH)* – spend from fund one and reimburse (one page reimbursement request)

OR

CASE C - Gift is $500 or larger, no additional funds are expected, and gift will be expended by making many small expenditures.

1. New Restricted Fund – can be completed in approximately one workweek

2. RDH* – spend from fund one and reimburse (one page reimbursement request) or establish new G &C account established for the specific purpose

3. Existing Dept. General Account – spend by new G &C account established for the specific purpose. This must be done as soon as the gift is received, as the gift cannot be committed until this paperwork has been submitted to Foundation Accounting

OR

* Previous issues with RDH have recently been resolved:
  - Gifts in RDH may now be spent via Grants & Contracts
  - Gift records in Raiser’s Edge will now be revised after the receipt is issued and printed, so the donors’ records reflect the MAU’s college/department they supported for stewardship and reporting purposes. The money will still be in RDH, and will be spent from RDH.
CASE D – Gift is $500 or smaller, no new funds expected for same purpose

RDH* – spend from fund one and reimburse (one page reimbursement request)